

**AMENDMENT
Request for Proposal**

Amendment Date: March 14, 2013
Amendment Number: 1
Bid Event ID: EVT0002126
Document Number: RFX0000372
Closing Date: March 29, 2013, 2:00 PM
Procurement Officer: Tami Sherley
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Item: Services, Health Insurance Actuarial
Agency: Kansas Insurance Department
Period of Contract: April 1, 2013 through March 31, 2016

Conditions:

1. See the attached answers to questions submitted to the Procurement and Contracts concerning the above mentioned RFP.

A signed copy of this Amendment must be submitted with your bid. If your bid response has been returned, submit this Amendment by the closing date indicated above.

I (We) have read and understand this amendment and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

Amendment Number 1 EVT0002126 was recently posted to the Procurement and Contracts' Internet website. **The bid document can be downloaded by going to the following website:**

<http://www.da.ks.gov/purch/RFQ/>

It is the vendor's responsibility to monitor the Procurement and Contracts' website on a regular basis for any changes/addenda.

- Q1. Is the cost proposal expected to be in the format of section 5 of the RFP only providing the blended hourly rate understanding that a more thorough cost proposal, including a proposed number of maximum hours, would be developed when a project request form is submitted or is there more expected in the cost proposal?
- A1. **A blended hourly rate is requested; max hours will be developed for each project request.**
- Q2. Paragraph 2.1, Page 7 of RFP says that technical and cost proposal must include signed Event Detail Document. The Event Detail Document includes "Response Comments" areas for several questions. However, there are notes stating "Required: no" and "Mandatory Response: no" after every question. Please confirm whether the following questions must be answered:
- a. "Is a completed Immigration Reform and Control form included with this bid event submission?" Based on item #4, Appendix B – Terms and Condition, Event Details Document, does the bidder need to include the form with the proposal, or will simple certification of compliance with federal and state laws relating to immigration and reform suffice? **Yes.**
- b. Political Subdivisions: Political subdivisions (City, County, School Districts, etc.) are permitted to utilize contracts administered by Procurement and Contracts. Conditions included in this contract shall be the same for political subdivisions. The State has no responsibility for payments owed by political subdivision. The vendor must deal directly with the political subdivision. . . . Is pricing available to political subdivisions?" Does this question require comments from the bidder? **Yes.**
- c. "Does your organization accept the State of Kansas terms and conditions as stated?" Does the bidder need to include the request with all possible amendments, or can we simply state that "any agreement between the parties concerning the provision of health insurance actuarial services or other consulting services provided by Hay Group shall be subject to a definitive agreement to be negotiated between the parties, and this agreement will incorporate the standard terms and conditions from the State's Contractual Provision as well as customary terms with respect to intellectual property ownership, limitations of liability, representations, warranties and indemnification"? **If you are taking exceptions to the State of Kansas Terms and Conditions then include this information within your bid response.**
- d. Is the bidder required to attach a Tax Clearance Certificate with its proposal? **Yes.**
- e. Is contractor required to answer the question included in Line details: "What is your bid price?" Note that Cost Sheet (RFP page 22) only requires bidders to include an hourly rate. **No.**
- Q3. Who is the current Incumbent actuary (if any) helping the State Insurance Department review health benefit plan rate filings, and for how many years has the incumbent actuary provided such services?
- A3. **The Department has an internal actuary, Mark Birdsall, who has been with the department for more than two (2) years. No health actuary is currently on contract for this work.**
- Q4. What was the annual cost to the State for the most recent filing reviews by external consultants?
- A4. **No health actuary is currently on contract for this work.**
- Q5. Approximately how many reviews would be outsourced to a vendor in a year, and what would you anticipate the average number of hours to do a single review to be?
- A5. **Number and scope of reviews are unknown at this time.**
- Q6. Approximately how many filings are reviewed in a year?
- A6. **These are new filings never before reviewed.**
- Q7. Does the State have particular MBE or WBE requirement for this contract?
- A7. **No.**
- Q8. Health Actuary Project Request Form asks for Filing Final Report. Will the State provide a form or outline for the report that you would want the successful bidder to follow or should we create our own Final Report?

A8. **Form of report will be determined when project is assigned.**

Q9. Can the successful bidder get access to prior filings to review what was filed in support of prior rate increases?

A9. **No. These are new filings never before reviewed.**

Q10. In a rate filing review, would it be permissible for the successful bidder to contact the carrier directly if we have question on a filing?

A10. **Not without specific authorization from the department.**

Q11. How many carriers does the State currently regulate?

A11. **Kansas regulates more than 860 active issuers with health or related authority. No more than 10 are expected to file ACA Qualified Health Plans (QHPs) in scope for this RFP.**

Q12. Under the filing procedure is there a uniform template for all issuers?

A12. **HHS has developed multiple templates to be used for QHPs and continues to release them.**

Q13. Must the signature sheet" (page2) be included as a first page of technical proposal? Does it need to be included in the cost proposal as well?

A13. **Yes.**

Q14. Section 2.1 describes the submission of proposal. It's our understanding that the proposal must be submitted in two separate sealed envelopes or containers: one envelop (container) should contain one original and three copies of the technical proposal and one electronic/software copy of technical proposal; another envelop (container) must include one original and three copies of the cost proposal and one electronic/software copy of the cost proposal. Please confirm that electronic copies can be included in the same envelope (container) with the hard copies for technical and cost proposals.

A14. **Yes, the electronic copies can be in the same envelope.**

Q15. As part of our proposal will the department consider our recommendations for the use of in-house software that is designed to track the rate filing process and automate all the necessary actuarial analyses?

A15. **No. This is an RFP for services, not software.**

Q16. Is 1.6 referring to signing the "Signature Sheet?"

A16. **Yes.**

Q17. Does the original signature need to be in ink?

A17. **No.**

Q18. Should the transmittal letter be included within the technical proposal as the first section of the technical proposal or should this letter be a separate document?

A18. **Yes.**

Q19. Section 2.7 asks for 3 references, including contact name, phone number, email, etc. Will blinded references will be acceptable? We are a brand new division and although our staff has much experience with rate filings and the provisions of the ACA, that experience was not under our parent company. We can tell you project specifics about what we have done, but we cannot give references for your team to call.

A19. **Reference must be available for contact.**

Q20. Under section 3.44 on page 17, it states "Prices shall remain firm for the entire contract period...". The contract period on Page 1 is from April 1, 2013 through March 31, 2016. However, in Section 5, the Cost Proposal, you are asking for a rate for each of the noted periods, Years 1 – 3. Are we allowed to have different rates for each of the years, or does Section 3.44 mean that the rates we offer in Year 1 have to be the same as the rates we offer in Years 2 and 3?

A20. **Rates are allowed to be changed by year as provided for in the Cost Sheet.**

- Q21. The Cost Sheet allows for three prices (for each of the contract years). The Event Details document appears to only have one input for price. How would the Department like Offerors to aggregate hourly rates in the Cost sheet for the purpose of populating the Event Details document?
- A21. **Do not enter pricing information on the Event Details document.**
- Q22. Please provide additional information related to populating the *Bid Qty* box.
- A22. **See answer to Q23.**
- Q23. Please clarify whether or not the Sample Project Request Form is to be submitted with this proposal with a sample work plan for rate filing reviews.
- A23. **It is for illustration only and is not to be submitted with this proposal.**
- Q24. Should this sheet be included with the Technical proposal? If not, where is the preferred location for the Signature Sheet?
- A24. **See answer to Question 13.**
- Q25. Copies of applicable certifications. Does this include college diplomas (bachelors, masters, etc.) as well as actuarial credentials?
- A25. **Actuarial certifications are requested.**
- Q26. Copies of applicable certifications. Does the Department want copies for all proposed personnel or only the Project manager?
- A26. **Requirement is for the project manager, but bidders may choose to include for other staff.**
- Q27. Contractual Provisions Attachment (pages 23-24). Do we need to fill out the dates in the Contract and include with our proposal?
- A27. **No, this will be completed after an award.**
- Q28. May we see the Q&A from other interested Offerors? If so, please provide us with these questions and answers.
- A28. **All responses to questions received will be posted on the Procurement and Contracts website under EVT0002126 as an amendment.**
- Q29. How many companies and how many rate reviews do you anticipate during the year? What percent of rate reviews does the Department anticipate assigning to contractors?
- A29. **These are new filings and the scope of assistance required is unknown.**
- Q30. Describe the on-site requirements for the Rate Filing Review consultants. Can most of the work required under the Rate Filing Review category be completed remotely or are we required to be on-site? For example, can we access and review rate filing forms remotely or will we need to travel on-site to review paper copies?
- A30. **It is expected that work will be performed remotely.**